



Application Process

A complete Partnerships application must include the following to be considered:

1. Cover letter – summarizing park project and purpose on organizational letterhead
2. Application Form – submit printed or typed application form
3. Proposal Narrative
4. Maintenance Plan
5. Budget Outline
6. Official documents – provide copy of official document(s)
 - ❖ Proof of nonprofit status
 - ❖ Neighborhood Executive Summary Plan or Master Plan (*if necessary*)
 - ❖ Example of successful project or program (*if necessary*)
7. Promotional Materials – provide copy of a brochure or newsletter about the organization

The Office of Partnerships will review applications within thirty days (30) of receipt. Partners will be contacted of the results of their applications after there are reviewed. The application process takes ninety days (90) or more before becoming an official partner of Recreation & Parks. If your project is selected for funding, you will be notified after the application process is complete.

A complete Partnerships Application form can be submitted by mail, email and/or fax.

Applications will also be accepted by our Receptionist (main lobby) between 9:00 a.m. and 4 p.m. Monday through Friday at 3001 East Drive, Baltimore, MD 21217 (inside Druid Hill Park).

Application forms are available by contacting the Office of Partnerships:

Phone	410-396-7020
Fax	410-889-3856
Email	leslie.summiel@baltimorecity.gov
Website	www.baltimorecity.gov (available online soon)

All applications must be printed or typed. No hand written application or proposal will be accepted or considered.

An incomplete application packet will not be accepted or considered.



Application Form

Print or type only

Organization: _____

Status: Non-profit _____ For Profit _____ Other (please explain) _____

Leadership: President / Executive Director** _____

Organization Address _____

Phone _____ Fax _____

Email _____

Project Contact (if different) _____

Address _____

Phone _____ Fax _____

Email _____

Type of project: _____

Summary of Project: _____

Park Name and Address: _____

What neighborhood is your organization located in? _____

Is this project part of your neighborhood improvement plan? _____ Yes _____ No
If yes, attach an official copy of a Neighborhood Executive Summary or Master Plan

Will you need additional funds for your project? _____ If yes, how much? \$ _____

Signature of President/Executive Director: _____ **Date:** _____

****All correspondence will be addressed to President / Executive Director**



Proposal Narrative

Write a narrative answering the following questions (maxi. 5 pages). Print or type your proposal.

- a. Briefly describe your organization's history, mission and reason for partnering with the Department of Recreation and Parks.
- b. Describe your organization's current programs or activities.
- c. Provide list of board members. What are their specific responsibilities?
- d. Define your park project. What problems, needs or issues does it address?
- e. Describe in detail the project's goals and objectives.
- f. Why have you decided to pursue this project? Is it a new or ongoing part of your organization's mission?
- g. Provide a detailed budget summary for the project. How will the funds be spent?
- h. List and explain what methodology and strategies will be implemented in order to produce measurable results.
- i. How will your organization involve the community in this project?
- j. Are other organizations collaborating with you on this project? Name them and describe their role or contribution?
- k. What is the project's timeline? What are the start and end dates for your project?
- l. What are the necessary staffing and/or volunteer requirements to implement and complete this project successfully?
- m. Provide qualifications and names of any professional services (i.e. contractors etc) needed to complete this project?
- n. How will this project be sustained or maintained long term?



Maintenance Plan

Organization: _____

Providing routine and minor maintenance services is what makes our partnership program a success! Select from below and/or add any specific maintenance tasks your organization will offer. Print or type only.

- a. Remove trash and debris _____ times per week.
- b. Remove weeds and vines from around trees, plants, shrubs, fences and/or park buildings _____ times per month.
- c. Water trees, plants and shrubs as needed _____ times per month.
- d. Cut or mow the grass _____ times per month.
- e. Coordinate quarterly community clean ups and/or beautification events during following months:

- f. Prepare and/or line ball fields _____

- g. Remove graffiti on _____

- h. Paint _____

- i. Design and install new plant materials _____

- j. Rake leaves as needed _____

- k. Other services _____



Budget Outline

Organization: _____

Please complete the chart below to explain your operating costs and budget for this park project. Provide a cost or value for each general item. Include any funding from other sources.

Print or type only.

Total Budget Outline for Park Project		
Project Description	Cost/Value	
Supplies / Materials / Items (Consumable)		
Equipment (Non-consumable)		
Funding Resources (cash and grants)		
In-Kind Services		
Total	\$	X

Organization Representative

Date Submitted

